



SIEGE/USINES

REFERENCE DOCUMENT
SPECIFICATIONS
**Transport of fruit, raw material
and packaging**

Réf : DR -13- 04
Index : 08
Creation : 29/10/2013
Updating : 25/03/2019
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Scope :

The specifications apply to transports of packaging or foodstuffs:

- delivered to one of ANDROS SNC sites, concerning transports ordered by Andros SNC or ordered by the supplier.
- loaded on one of ANDROS SNC sites (case of goods in bulk), when Andros is in charge of transport.

1. ACCESS

⇒ See access map of the sites in appendix

1.1. Parking :

A parking is reserved for this purpose in front of the gate.

Materialization on the ground must be respected to park the vehicles waiting. In no case, this parking must be used apart from waiting times before loading and unloading.

1.2. Welcome of drivers :

The driver must register at the check-in counter having his identity card and substantiating documents specifying the reason of his arrival:

- ⇒ DELIVERY (*with documents needed for unloading*)
- ⇒ LOADING OF EMPTY PACKAGING (*with the order number*)

The driver takes note of the instructions given to him to drive to the quay concerning his delivery at the time given.

The driver also learns about the traffic and security instructions which are posted at the site entry.

2. SUBCONTRACTING TRANSPORT

In case of subcontracting transport, the carrier doing the subcontracting transport must be sure that the subcontracting transport company has learnt about these specifications and that he commits himself to respect them.

The carrier accepts the whole responsibility of this subcontract.

3. HYGIENE AND SECURITY

3.1. Security

⇒ See the Logistics Safety Protocol in appendix.

Thank you for informing drivers about it and make sure they apply the instructions into practice.

3.2. Clothing of the drivers

The drivers must respect the hygiene and security rules effective on the site and have decent clothes.

3.3. Hygiene of the vehicles

The carrier commits itself to respect the legal and required effective measures linked with foodstuffs.

The driver, responsible of the load, can express reservations or refuse to load the freight if the products seem to have containers or pallets in a bad condition.

3.3.1. Transport of Packaging

Before each loading, the carrier must check that the inside of the trailer is clean: without strong smells, dust, traces of pests, of moisture, of humidity, without foreign bodies (for example: glass, wood or metal) or major allergen products (see the list of major allergen products in the enclosure).

3.3.2. Transport of foodstuffs

The trucks must be designed in a hygienic way and the material in contact with the foodstuffs must be authorized for food contact. They must be regularly cleaned according to certificated cleaning procedures. These procedures must be available and presented to Andros if requested.

Before each loading, the carrier must check that the inside of the trailer is clean: without strong smells, dust, traces of pests, of moisture, of humidity, without foreign bodies (for example: glass, wood or metal) or major allergen products (see the list of major allergen products in the enclosure).

In the case of transport of foodstuffs in maritime containers, the presence of numbered seals is obligatory (including on the storage box used for the discharge pipe) and the seal numbers must be written on the CMR / bill of lading.

Road tanker

Required reminder: The tanker used for foodstuffs (liquids or pulverulents) must be exclusively affected to this type of transports. For the liquids, there must be a clearly visible and indelible indication related to the use for transports of foodstuffs on the tanker.

Safety of food: The presence of numbered seals is obligatory (including the storage box used for the discharge pipe) and the seal numbers must be written on the CMR/bill of loading.



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For each delivery or shipment, the driver must obligatory show upon his arrival :

- The CMR / Bill of Lading indicating the nature of the product previously transported (in each compartment of the tanker).
- A **Cleaning Certificate** issued by an adapted Cleaning Station with qualified effectiveness permitting to guarantee absence of detectable allergen residue. The date on the certificate must be **less than 24 hours** before the loading. By dispensation, the delay is spread to 72 hours in case of loading on Monday before 12 o'clock.

The cleaning certificate of the tanker must indicate for each compartment the nature of the product previously transported and the cleaning procedure applied, respecting the requirements below:

➤ **Requirement 1:** Materials not allowed for loading previous:

- Meat and all materials containing meat, blood, meat waste, animal fats and oils
- Products from fish, crustaceans and molluscs
- Vegetable oils for fuel companies

➤ **Requirement 2:** The cleaning procedure for the tank and its collector must comply with the following protocol:

- Wash tracks should only be used for food products.
- The washing must be according to the type of product previously transported (standard or special)
- After washing and before loading the tank must be sealed by the washing station. Seal numbers must be mentioned on the washing certificate

=> **standard wash**

- A rinse with drinking water,
- Application of a detergent product at a temperature of at least 60 ° C
- Rinsing with drinking water. (Make sure there is no trace of detergent: pH control)
- Visual check of the tank, odor control, ATP metric (target <150 RLU)

=> **Special wash:** To apply if the previous loading was an allergen (see list in appendix), or juice / puree of tomatoes, or a product with strong aromatic persistence.

- Hot water wash at 60 ° C minimum
- Rinsing drinking water
- Detergent at a temperature of 60 ° C minimum
- Rinsing drinking water
- Steam disinfection (minimum 10 min at min temperature 93 ° C)
- Visual check of the tank, odor control, ATP metry (target <150 RLU)



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Particular case of bulk sugar delivery: a cleaning of the tanker (confirmed by a cleaning certificate) is obligatory for any transport successive to a transport of a major allergen*. In other cases, the cleaning of the tanker is obligatory at least every 14 days but not systematically between two loadings of sugar.

In the absence or non-compliance of the documents when the truck arrives, Andros SNC retains the right to refuse the unloading of the goods.

Dump trucks:

The dumps must be designed with materials suitable for food contact.

For each delivery upon arrival the driver must submit a Certificate of Conformity Before Loading apples in bulk filled in by the driver and by a packing house person (attached document).

Strictly forbidden products that must never have been loaded in bulk in the dumps: Products prohibited in the Qualimat reference system.

Prohibited products on the last three shipments:

Polluting mechanical parts, mineral fertilizers, glass and glass waste, metal scrap / metal filings, pesticides, hazardous chemicals, toxic and corrosive.

Allergenic products

If the previous product was an allergen (see list of allergens in Appendix 1):

Before loading the apples it is imperative to wash the bucket in the equipped station (internal or external) at least with hot water (if possible use a detergent and rinsing with hot water is the recommended solution). **This washing must guarantee the absence of the allergenic product.** It concerns the inside and outside of the bucket (hatches, doors, tarpaulin, hoops ...)

After loading an allergen, the carrier must imperatively submit a washing certificate to the company that performs the loading and supply upon arrival at Andros.

During the inspection on reception, any detection of a residue of harmful or allergenic product will result in a systematic refusal of the bucket.

If the conditions of these specifications are not applied the carrier must accept the fact that the goods can be refused.

○ **Hygiene of foodstuffs during transport**

During transport, the quality of the foodstuffs must be assured and kept (suitable temperature must be kept, organization in order to protect the integrity of the products and packaging, protection of the lights against broken glass,)

When the products have to be transported under guided temperature, the temperature inside the trailer must be controlled before loading, kept and recorded during transport (there must be a thermograph). The records must be kept during 1 year and can be requested from the carrier at any time).

A control of temperature is carried out at the receipt of the goods : in case of lack of respect of the temperature periods hereunder, Andros SNC retains the right to refuse the unloading of the goods :



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- Transport of refrigerated goods in tank : 0°C à 6°C
- Transport of refrigerated goods in truck : 4°C à 8°C
- Transport of deep frozen goods: ≤ -18°C

- **Cleaning of the vehicle after unloading**

Be careful ! In no case the cleaning areas and the material available must not be used to clean the external parts of the trucks.

3.4. Characteristics of the vehicles :

- **Truck with trailer**

The ground of the trailer must be in good condition and compatible with unloading with forklift truck. The covered trailers must be able to be unloaded by the back of the trailer.

In order to ensure that the pallets are secured, it is recommended to have slatted slides on 3 levels.

The internal dimensions of the vehicles must be of at least :

- Length :13,40 m
- Width : 2,50 m
- Height :2,50 m

- **Tankers**

Tankers of sugar : the vehicles will have to be equipped with a compressor and a flexible hosepipe with a coupling "fireman" type.

Tankers of glucose : the vehicles will have to be equipped with a volumetric pump (with lobes).

Tankers of juice : the tankers will have to be equipped with a coupling « fireman » type and will have to be able to be extracted from the back of the tanker. After loading at the supplier's site, the collector must be emptied and rinsed with clean water.

Tankers of fruits/puree : the tankers will have to be able to be extracted from the back of the tanker.

- **Containers**

Transport of sugar : the container will have to be put on a sliding trailer of 40 feet, the back of the trailer must be at 1,40 m regarding the wheels of the last axle. The sliding removable container must be able to go backwards for the unloading.

3.5. Maintenance plan

The carriers must have a documented maintenance plan for all the vehicles (including the refrigeration units) and keep it at Andros SNC' disposal. The carrier must be able to show the follow-up of the maintenance operations on request.

In case of breakdown, accident or malfunction of the refrigeration system if any, the carrier must warn its contact in Andros SNC shortly (at the latest upon delivery). This information has to be registered.



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**3.6. Safety of
the products**

The carrier has to put in place measures concerning the safety of the goods during transport.

The carrier must make the drivers aware of the safety problematic, they must be vigilants in all circumstances, and inform his employer of any anomaly and if anyone has unusual behaviour around the truck. It means that the drivers must be able to contact the carrier any moment during transport.

The access to other areas than reception, delivery and drivers' lounge is forbidden.

Any incident or malfunction has to be reported to Andros SNC at the soonest (upon delivery at the latest).

It is forbidden for any person coming with the driver to leave the vehicle.

The refrigerated trucks must be locked during transit time in order to prevent any intrusion if parking is not watched.

4. DELIVERY OF THE GOODS

4.1. Appointment

In order to reduce at the most the waiting times when unloading, **we ask you to respect the appointment times which are given to you.**

If you cannot respect the appointment initially scheduled, please advise your contact in Andros SNC **at least 2 hours before**, in order your unloading can be planned again. Falling that, we cannot guarantee the unloading within the day (Please see the contact details of each site in the appendix).

4.2. Gate entry

The access to the unloading quay will be done in the order of the appointments, except if the factory has an urgent need of the goods.

Upon arrival, the driver has to check at the gate desk with following documents :

- Identity card of the driver
- Delivery note, clearly specifying the loading place and the reference of the order.
- CMR/Bill of lading indicating the list of the seal numbers for the containers and the tankers.

- Cleaning certificate for the deliveries in tankers or dumper trucks / Certificate of conformity for the deliveries in dumper trucks (see § 3.3.2).
- Certificate of analysis and packing list if they are provided by the supplier.

N.B : In case of incoherence between the seal numbers on the vehicle and those written on the documents, Andros will refuse the corresponding goods.



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4.3. Setting alongside the quay and unloading

The driver will respect the instructions of the Logistics and Security Protocol enclosed, particularly for specific unloading for which particular security sheets are included.

The presence of the driver is obligatory during unloading operation. For the operations realized alongside the quay, the driver has to give the keys of his truck to the staff in charge of unloading. The control of the unloading operations is under the only and whole responsibility of the driver. The persons coming with the driver are not allowed to leave the vehicle. The non-compliance of the required instructions by the driver doesn't release the responsibility of his employer.

4.4 Loading of empty packaging

Any loading of empty packaging must be agreed previously with Andros SNC at least 24 hours before.

For each loading of empty packaging, the dispatch notes are established in 3 copies :

- One copy signed by the driver at the end of the loading after checking and acceptance is kept by Andros SNC.
- One copy for the carrier which will have to be stamped, signed and dated by the consignee at the moment of the unloading.
- One copy to be given to the consignee

1. SHIPMENT OF GOODS IN BULK

1.1. Appointment

In order to reduce at the most the waiting times when unloading, **we ask you to respect the appointment times which are given to you.**

If you cannot respect the appointment initially scheduled, please advise your contact in Andros SNC **at least 2 hours before**, in order your unloading can be planned again. Falling that, we cannot guarantee the unloading within the day (Please see the contact details of each site in the appendix).

1.2. Gate entry

Upon arrival, the driver has to check at the gate desk with following documents :

- Identity card of the driver
- Documents specifying the reference of the loading
- Cleaning certificate for the shipments in tankers specifying the seal numbers for the openings on the tankhole and the collector.

The cleaning certificate must be issued by an approved Cleaning Station.

The date on the certificate must be **less than 24 hours** before the loading. By dispensation, the delay is spread to 72 hours in case of loading on Mondays before 12 o'clock..

NB : In case of incoherence between the seal numbers on the vehicle and those written on the documents, Andros will refuse the corresponding goods.



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1.3. Loading

The driver will respect the instructions of the Logistics Safety Protocol enclosed.

The presence of the driver is obligatory during loading operation.

Case of loading tankers : the tankers loading a product on one of the sites of Andros SNC must arrive empty, cleaned and sealed.

The cleaning procedure of the tank truck and its collector must respect the protocol quoted in Chapter 3.3.2.

The non-compliance of the required instructions by the driver doesn't release the responsibility of his employer.

2. CARRIER / SUPPLIER VALIDATION

I the undersigned, M _____, representative of the company _____ admit having learned of the present specifications « Transport of fruits, raw material and packaging» and commit myself to enforce the instructions during the transport of the goods intended for the company ANDROS SNC or shipped from one of its sites.

Signed on :

Date :

Signature :



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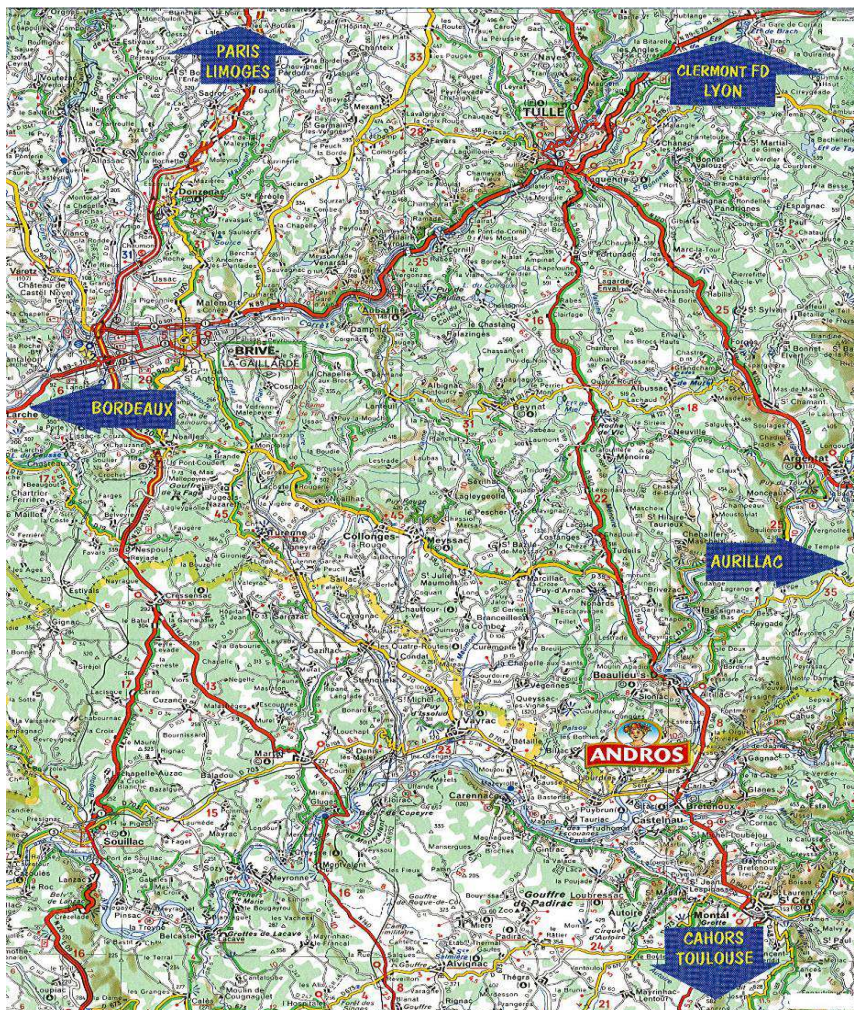
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3. Appendices :

List of major allergen products : Cereals containing gluten (wheat, rye, barley, oats, spelt, kamut, buckwheat), crustaceans, eggs, fish, peanuts, soy, milk, nuts (almonds, hazelnuts, walnuts, cashews, pecans, Brazil nut, sheanut, pili nut, Ginko nut, coconuts, Macadamia nuts or Queensland, pistachios, chestnut, litchi, pine nut), sesam seeds, sulfur dioxide and sulphites, celery, mustard, lupin, molluscs, aspartame, aspartame acesulfame, fruits & vegetables (tomato) and meat (pork, chicken, beef) and any product containing the allergens listed above.

Access map to ANDROS SNC : Andros Biars and Andros Boin premises



Access map to Andros Valence



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Via motorway A7 :

- Take the exit « **Valence Sud** »,
- After the tollbooth take the first road on the right.
- In the roundabout take the first exit on the right - direction : Le Puy, Privas, Montélimar,
- In the roundabout take the 3rd exit on the left – direction Montélimar (N7),
- Go on straight way –direction of the South on the road N7, along the motorway
- In the roundabout, take the first road on the right, drive across over the motorway bridge
- You arrive in the industrial estate of La Motte.
- ANDROS Valence is the first company in the area in front of the roundabout.
- Drive around ANDROS Valence on the left till the first entrance on the right (shipments)



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⇒ **Contact details for Andros SNC :**

- **Address :** Zone Industrielle, 46130 Biars sur Cère - **France**
- **Telephone :** **+33 5 65 10 10 10**
- **Fax :** **+33 5 65 10 10 00**

⇒ **Contact details for Andros Valence :**

- **Address :** Zone Industrielle de la Motte, 26800 Portes les Valence - France
- **Telephone :** 00 33 4. 75. 57. 40. 57

⇒ **Logistics Security Protocol :**

⇒ enclosure

⇒ **Security sheets :**

⇒ enclosure

⇒ **Certificate of conformity before loading of bulk apples :**

⇒ enclosure